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**TEST INFORMATION GUIDE**

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This test information guide provides a summary of concepts that are tested on the written (multiple choice) examination for the **Dietary Manager I** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

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**I. FOOD SERVICE SANITATION****(14 Questions)**

In a large-scale food service operation, the maintenance of sanitary kitchen conditions is of critical importance. An employee in this job must be knowledgeable of concepts related to food service sanitation in order to ensure a safe, clean and healthy work environment and to prohibit the spread of food borne diseases in state-run institutions and facilities. Test question topics include:

- Causes and prevention of food poisoning and contamination (e.g., salmonella);
- Correct methods for thawing food;
- Causes and prevention of food spoilage;
- Proper food storage practices;
- Food handler hygienic practices;
- Methods used to sanitize food processing equipment.

**II. NUTRITION & MODIFIED DIETS****(12 Questions)**

An employee in this job must be able to plan nutritious and appetizing meals for a large number of people with varying dietary needs within an institutional setting. Thus, the knowledge of techniques used to modify diets based upon various diet requirements and to create nutritious diets which take into account diet restrictions is critical to successful job performance. Test question topics include:

- Content of the basic food groups;
- Nutritional substitutes and exchanges;
- Vitamin content of food;
- Diet types (e.g., lactose-free diets, low cholesterol diets, etc.);
- Nutritional content of various foods;
- Making menu modifications which take into account various diet restrictions.

**III. FOOD ORDERING & PURCHASING****(12 Questions)**

An employee in this job is responsible for determining the amount of food to order and purchasing food to be used in making meals for a facility. Test question topics include:

- Food inventory terms and techniques;
- Methods commonly used to order large quantities of food;
- Food storage planning in large institutions;
- Food packaging practices.

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#### **IV. MENU PLANNING**

**(22 Questions)**

Employees in this job must be able to plan efficient menus which will enable large numbers of people within facilities to be served with minimal waste. This section of the exam tests your ability to plan effective meal menus and your knowledge of quantity food preparation concepts. Specific test question topics include:

- Recipe ingredients and proper techniques to use in preparing food from recipes;
- The impact of cooking on food's nutritional content;
- The most effective order in which to prepare different menu items;
- Balancing menu items;
- Methods to keep food costs at a minimum;
- Preparation of three menus per day over three days to a group of 250 people using information regarding menu items and food quantities needed.

#### **V. SUPERVISION & TRAINING**

**(22 Questions)**

Employees in this job must have knowledge of supervisory techniques as they are often responsible for supervising food service workers in the kitchen. Employees must be able to assign work, train workers and review work performance. Employees must also attempt to resolve work problems and grievances that may arise. This section of the exam tests your knowledge of basic supervisory concepts. Specific test question topics include:

- Assign and monitor work assignments of subordinates;
- Training employees;
- Reprimanding an employee when required;
- Correcting poor work performance.